



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

July 05, 2022

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 and Virtual Meeting via Zoom

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Eric Adman, Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 3 members of the public. Chief Matt Cowan joined the meeting at 5:03 PM.

II. PUBLIC COMMENT

2.1 The Board heard a comment from Mike Dee.

III. APPROVAL OF THE AGENDA

3.1 *Commissioner Webster moved to adopt the agenda as presented. Commissioner Byers seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Server Room HVAC Proposals

- No additional proposals are available to discuss. This item will remain on the agenda for the July 19th meeting.

V. BOARD RESOLUTIONS

5.1 None

VI. CONSENT AGENDA

6.1 Vouchers

- The General Fund Vouchers totaled \$ 114,281.74
- The Reserve Fund Vouchers totaled \$ 2,388.89

6.2 Commissioner Compensation

6.3 Meeting Minutes: 6/21/22

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Byers seconded. The motion passed unanimously.

VII. REPORTS

7.1 Fire Chief Report

- Chief Cowan updated the Board on the status of blending staff and equipment.
- Chief Cowan provided an update on a major incident related to a trench rescue and recovery.
- Chief Cowan updated the Board on the status of new hire Northshore NEMCO Emergency Manager, Kevin Lowery.
- Chief Cowan updated the Board on the status of implementing Aid Car 157 with a target date of August 1, 2022.

7.2 Commissioner Reports

- No updates

7.3 Legal Counsel Reports

- Matt Paxton will not be in the attendance for the July 19th meeting.

VIII. UPCOMING BOARD AGENDAS

8.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the July 19th agenda will include a discussion on BOC meeting frequency, approval of revised policy 1410, update on Aid 157, Server Room HVAC Proposals, Station 51 door codes, distribution of hours for 2 NSFD stations, King County Fire Commissioners and WFCA membership discussion. This meeting will be hybrid, Zoom and in-person at Station 51.

In addition to the standard items, the August 2nd agenda will include an update from the subcommittee of administrative activities not covered under the ILA.

ADJOURNMENT

The meeting adjourned at 5:20PM

NEXT MEETING DATE

The next regular Board of Commissioners meeting is scheduled for July 19, 2022, at 5:00PM.

Attachments: Agenda, Vouchers, Commissioner Compensation, Meeting Minutes: 6/21, and Chiefs Report.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member

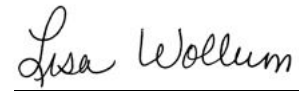


JOSH PRATT, Member



TYLER BYERS, Member

RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST

Amy Oakley

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 5th, 2022



Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Northshore Fire Department Board of Commissioners

Regular Meeting Agenda

Tuesday, July 5, 2022

5:00PM

Meeting held virtually, via Zoom (Only)

To provide public comment, please see instructions at the end of the agenda.

To attend this meeting live, click the link below and enter the ID & Password provided.

A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/85044713997?pwd=dW1uWDFpNldpPZ1dSSU1ZYy9LSXVQQT09>

Call in to Zoom Meeting at: (253) 215-8782

Meeting ID: 850 4471 3997

Passcode: 743608

- I. **Open Regular Northshore Board Meeting**
 - 1.1 Roll Call
- II. **Public Comment**
 - 2.1 Public Comment
- III. **Approval of Agenda**
 - 3.1 Approval of the Meeting Agenda
- IV. **Board Discussion and Possible Action Items**
 - 4.1 Server Room HVAC Proposals
- V. **Board Resolutions**

None
- VI. **Consent Agenda**
 - 6.1 Vouchers
 - 6.2 Commissioner Compensation
 - 6.3 Meeting Minutes: 6/21



VII. Reports

- 7.1 Fire Chief Report
- 7.2 Commissioner Reports
- 7.3 Legal Counsel Report

VIII. Upcoming Board Agendas

- 8.1 Setting of Future Meeting Agenda(s)

Adjournment

Next Regular Meeting: Tuesday, July 19th, 2022 at 5:00 PM

Public Comment Procedures for Virtual Meetings:

Individuals wishing to comment may comment by appearing at the virtual meeting and “raising their hand” or the equivalent. The chair shall recognize those persons and provide them the opportunity to comment. Three minutes are allowed for comment.

If you wish to provide written public comment, you may do so by submitting a written statement to boardsecretary@northshorefire.com. Any comments received up to one hour before the posted meeting time, will be read during the public comment period.

To ensure your written comments are received and read at the proper meeting, your email must include:

- Date & Time of the meeting your comments are intended for
- Your name
- Whether or not you live in the city limits of Lake Forest Park or Kenmore
- Agenda Item and/or subject your comments refer to

Emails without this information may not be read at the meeting. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may be declined to be read at the discretion of the meeting Chair.

Please check the District’s [AV Capture](#) for the most up-to-date information about individual meetings.

Questions? Email Board Secretary Amy Oakley at boardsecretary@northshorefire.com.

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:52:50 Date: 06/30/2022

07/13/2022 To: 07/13/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1145	07/13/2022	Payroll	1	0	EMPLOYMENT SECURITY DEPT - PFML	4,927.10	Pay Cycle(s) 04/15/2022 To 04/15/2022 - PFML; Pay Cycle(s) 04/22/2022 To 04/22/2022 - PFML; Pay Cycle(s) 04/29/2022 To 04/29/2022 - PFML; Pay Cycle(s) 05/13/2022 To 05/13/2022 - PFML; Pay Cycle(s) 05/
1137	07/13/2022	Claims	1	0	L. N. CURTIS & SONS	84.23	Brackett - Helmet Shield
1146	07/13/2022	Payroll	1	0	LABOR & INDUSTRIES	76,247.13	2ND Quarter L&I: 04/01/2022 - 06/30/2022
1138	07/13/2022	Claims	1	0	O'REILLY AUTO PARTS	20.90	Wire & Quick Splice
1139	07/13/2022	Claims	1	0	PERFORMANCE SYSTEMS INTEGRATION	386.46	Apparatus Annual Fire Extinguisher Inspection
1140	07/13/2022	Claims	1	0	SHORELINE FIRE DEPARTMENT	23,577.25	Q2 MIH
1141	07/13/2022	Claims	1	0	US BANK	7,604.22	Credit Card Charges - June 2022
1142	07/13/2022	Claims	1	0	VERIZON WIRELESS	46.10	Suppression Cell Phones
1143	07/13/2022	Claims	1	0	VERIZON WIRELESS	1,003.15	Smart Phones
1144	07/13/2022	Claims	1	0	WASHINGTON STATE DEPARTMENT OF REVENUE	385.20	Leasehold Excise Taxes - Q2 2022

001 General Fund 10-016-0010

114,281.74

	Claims:	33,107.51
	114,281.74 Payroll:	81,174.23

WARRANT/CHECK REGISTER

Northshore Fire Department

Time: 14:52:30 Date: 06/30/2022

07/13/2022 To: 07/13/2022

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1136	07/13/2022	Claims	4	0	WASHINGTON COUNTIES INSURANCE FUND	2,388.89	July 2022 - LEOFF I
004 Reserve Fund 10-016-6010						2,388.89	
						<u>2,388.89</u>	Claims: 2,388.89



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

June 21, 2022

REGULAR MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 and Virtual Meeting via Zoom

I. OPEN REGULAR NORTHSHORE MEETING

1.1 Roll Call

Chair Josh Pratt called the meeting to order at 5:00 PM.

Persons in attendance were Commissioners Josh Pratt, Tyler Byers, Rick Webster and Lisa Wollum. Also present was Chief Matt Cowan, Legal Counsel Matt Paxton, Board Secretary Amy Oakley, and 6 members of the public. Commissioner Adman was absent.

II. PUBLIC COMMENT

2.1 No public comment

III. APPROVAL OF THE AGENDA

3.1 Aid 157 Item 4.9.

3.2 *Commissioner Byers moved to adopt the agenda as amended. Commissioner Wollum seconded. The motion passed unanimously.*

IV. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Conversation with IAFF, Local 1760

- No comment.
- Board discussed moving this item to an "as needed" item in future meeting agendas.

4.2 Update Contract for Services with Shoreline Fire Department

- Chief Cowan updated the Board on progress made operations conversion update to merge the apparatus of Shoreline and Northshore rigs. Expected mid-July completion.
- Chief Cowan updated and provided an overview of the Telestaff program and updated the Board on the expected full integration with Northshore staff in July.
- Battalion Chiefs training continues to include ride alongs.

4.3 Subcommittee on Administrative Tasks Not Covered under the Contract for Services

- No update to report.
- Chief Cowan will send the subcommittee the latest version of the budget.

- 4.4 2021 Annual Financial Report
 - A copy of the financial report was submitted to the State Auditor's Office.
- 4.5 Capital Reserve Purchase
 - Chief Cowan presented the Board with a capital reserve request of \$17,500 for server room HVAC upgrades. The Board requested that Chief explore additional proposals for comparison.
 - Chief Cowan informed the Board of his authorization for purchase of \$9,600 for server battery backups.
- 4.6 King County Interfund Transfer Agreement
 - Chief Cowan will proceed to process the King County Interfund Transfer.
- 4.7 Non-Profit Property Tax Exempt Properties Data Collection Request
 - Chief Cowan updated the Board on the status of the data request by the King County Fire Commissioners Association.
 - Chief Cowan and the Board discussed the impacts of tax exempt properties on fire departments.
- 4.8 Policy 1410 Discussion
 - Commissioner Wollum presented the Board with recommended changes to Policy 1410 on Board parliamentary procedures.
 - Legal Counsel Matt Paxton reviewed and accepted the proposed changes.
 - The Board will keep this on the agenda to approve on the next regular meeting.
 - The Board discussed conducting future researching on developing a Zoom-specific policy.
- 4.9 Update Aid Car 157
 - Chief Cowan updated the Board on the status of implementing a peak Aid Car at Station 57.
 - Chief Cowan updated the Board on additional staffing, training, and mandatory overtime, and implementing a consistent patient transport program.
 - The Board discussed options for implementing a patient transport program, and agreed to delay Aid Car 157 implementation to August 1st to allow for training and bringing on new staff.
 - Chief Cowan will update the Board on the status of time waiting at the hospital at future meetings.

V. BOARD RESOLUTIONS

- 5.1 None

VI. CONSENT AGENDA

- 6.1 Vouchers
 - The General Fund Vouchers totaled \$ 27,575.51
 - The Reserve Fund Vouchers totaled \$ 32,751.41

- 6.2 Commissioner Compensation
- 6.3 Meeting Minutes: 6/7

Commissioner Webster moved to accept the consent agenda as presented. Commissioner Wollum seconded. The motion passed unanimously.

VII. REPORTS

- 7.1 Fire Chief Report
 - o No updates
- 7.2 Commissioner Reports
 - o No updates
- 7.3 Legal Counsel Reports
 - o No updates

VIII. UPCOMING BOARD AGENDAS

- 8.1 Setting of Future Meeting Agenda(s)

In addition to the standard items, the July 5th agenda will include, a discussion of the server room HVAC proposals. This meeting will be Zoom only.

In addition to the standard items, the July 19th agenda will include, a discussion on BOC meeting frequency, update from the subcommittee of administrative activities not cover under the ILA, approval of revised policy 1410. This meeting will by hybrid, Zoom and in-person at Station 51.

ADJOURNMENT

The meeting adjourned at 6:14PM

NEXT MEETING DATE

The next regular Board of Commissioners meeting is scheduled for July 5, 2022, at 5:00PM (ZOOM only).

Attachments: Agenda, 2021 Annual Financial Report, Interfund Transfer Request, Draft Policy 1410, Vouchers, Commissioner Compensation, Meeting Minutes: 6/7, and Chiefs Report.

BOARD OF COMMISSIONERS

ERIC ADMAN, Member

JOSH PRATT, Member

TYLER BYERS, Member

RICK WEBSTER, Member

LISA WOLLUM, Member

ATTEST

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on July 5th, 2022

District Activity Highlights

The following District activities and/or meetings of note were completed during the report period:

Succession development

- Still working on smaller detail pieces of roles and responsibilities, but personnel are settling into new positions and expectations.

Negotiations

- Working on PEMB Program modification.

Contract for service with NFD

- Focusing on blending operations with NFD.
- We have a plan for modifying the fire engines, which will be to replace some of the attack hose and nozzles with combination nozzles and matching hose.
- NORCOM is on schedule for the Tyler CAD upgrade, which will occur on July 12.
- Incident number merging still on target for August 1.

Staffing

- Working through some specific questions on payroll adjustment forms, but overall the blending of payroll items has gone well.
- Communicated with each NFD employee on vacation blending and identified transition goals.
- We have started blending personnel on a limited basis for overtime, debit days, etc. No station re-assignments will occur until the end of the year.
- The BCs are working daily with each other to get both west and east Battalions up to speed on legacy practices, district familiarization, and Telestaff work.

Consortium

- We have tentatively approved changes to fall academy, beginning late August, to also include an additional 15 ESFR candidates. The Operations Chiefs and training staff met to develop a plan to address the increased numbers without costing more or compromising quality. We are expecting a final report and go ahead this week.
- Starting to prepare for 2023 curriculum goals.

Noteworthy Meetings

- June 23 – Who We Are Project
 - Watched the film and had an hour-long conversation on racial issues with the director of the film.
 - Will also be sending out the streaming of the event when it becomes available and would like to establish a diversity, equity, and inclusion (DEI) committee.

- July 4&5 – Major incident, excavation/trench rescue

- Very complicated and challenging incident with two workers trapped in an excavation pit/trench in Shoreline.
- Resulting in two fatalities and multi-period incident management.
- Shoreline EOC was activated and extensive work with family and designing plan for recovery of the two bodies.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan